

APPROVED

Minutes
County Road Administration Board
January 11-12, 2001
CRAB Office - Olympia, Washington

Members Present: Asotin County Commissioner Don Scheibe
Grant County Commissioner Tim Snead
Ken Stone, Cowlitz County Engineer
Walt Olsen, Pend Oreille County Engineer
Randy Casteel, Kitsap County Engineer
Pierce County Council Member Harold Moss*
Walla Walla Commissioner David Carey

Members Absent: Whatcom County Council Member Robert Imhof, Vice-Chair
Steve Dietrich, CRAB Attorney

Staff Present: Jay Weber Jay Armstrong
Cheryl Heinemeyer Karen Pendleton
Steve Hillesland Randy Hart*
Dave Whitcher*

Guests: Denise Tabler, OFM, SACS Division*
Reid Wheeler, Consultant*
Pete Butkus, Public Works Board*
Paul Bennett, Kittitas County*
Bob Moorhead, TIB*
Commissioner Dean Burton, Garfield County
Jackie White, WSAC*

CALL TO ORDER

Mr. Weber called the County Road Administration Board quarterly meeting to order at 1:05 PM on Thursday, January 11, 2001, at the CRAB office in Olympia.

CHAIR VACANCY

Mr. Weber discussed filling the Chair position for this board meeting. Commissioner Scheibe moved to elect a Vice-Chairman and leave the Chair position open at this time. Elections for a Chair would be held at the April meeting. Commissioner Snead seconded. **Motion carried.**

Mr. Weber asked for nomination for Vice-Chair. Commissioner Schiebe nominated Commissioner Snead, seconded by Mr. Olsen. Mr. Olsen moved to accept Commissioner Snead as Vice-Chair, Mr. Stone seconded. **Motion carried.**

* Present 1st day only

** Present 2nd day only

CHAIR'S REPORT

Approve Minutes of October 5-6, 2000 CRABoard Meeting

Commissioner Scheibe moved and Mr. Olsen seconded to approve the minutes of the October 5-6, 2000, CRABoard meeting. **Motion carried.**

2000 Annual Report

Mr. Weber briefly reviewed the 2000 Annual Report.

DIRECTOR'S REPORT

Welcome New Board Member

Mr. Weber welcomed Commissioner David Carey from Walla Walla County.

New County Engineer/Public Works Directors

Mr. Armstrong announced the following appointments and vacancies in the counties:

Bill Critz appointed as Asotin County Engineer.

Paul Easter appointed as Grays Harbor County Public Works Director.

Adams County Engineer position remains vacant.

Skamania County Engineer position remains vacant.

Approve Annual Certification Form

Mr. Weber reviewed the Annual Certification Form. After discussion, Mr. Stone moved and Council Member Moss seconded to approve the 2000 Annual Certification Form.

Motion carried.

County Visits

Mr. Weber reviewed his and Mr. Armstrong's county visits over the last three months.

State Auditor's Report

Mr. Armstrong reviewed the following audits received since the October 2000 CRABoard meeting.

1. Douglas County. SAO # 61526 issued on September 22, 2000 covering the period of January 1, 1999 through December 31, 1999. This audit did not detail any findings against the road department.
2. Grant County. SAO # 61658 issued on December 8, 2000 covering the period of January to December 1999. This audit did not detail any findings against the road department.
3. Spokane County. SAO # 61578 issued on September 29, 2000 covering the period of January to December 1999. In a review of fixed assets, the audit identified 10 right-of-way purchases that were not recorded in the fixed asset system in addition to a number of other unrecorded or not located assets. This audit did not detail any other findings against the road department.

4. Adams County. SAO # 61599 issued on October 6, 2000 covering the period of January to December 1999. This audit did not detail any findings against the road department.
5. Whatcom County. SAO # 61618 issued on September 29, 2000 covering the period of January to December 1999. This audit did not detail any findings against the road department.
6. Pend Oreille County. SAO # 61626 issued on September 22, 2000 covering the period of January to December 1999. This audit did not detail any findings against the road department.
7. Pierce County. SAO # 61630 issued on September 29, 2000 covering the period of January to December 1999. This audit did not detail any findings against the road department.
8. Klickitat County. SAO # 61634 issued on September 29, 2000 covering the period of January to December 1999. This audit did not detail any findings against the road department.
9. Clallam County. SAO # 61636 issued on September 29, 2000 covering the period of January to December 1999. This audit did not detail any findings against the road department.
10. King County. SAO # 61638 issued on September 29, 2000 covering the period of January to December 1999. This audit did not detail any findings against the road department.
11. Grays Harbor County. SAO # 61645 issued on September 29, 2000 covering the period of January to December 1999. This audit did not detail any findings against the road department.
12. Kittitas County. SAO # 61648 issued on September 29, 2000 covering the period of January to December 1999. This audit did not detail any findings against the road department.
13. Stevens County. SAO # 61649 issued on September 29, 2000 covering the period of January to December 1999. This audit did not detail any findings against the road department.
14. San Juan County. SAO # 61652 issued on September 29, 2000 covering the period of January to December 1999. This audit did not detail any findings against the road department.
15. Kitsap County. SAO # 61682 issued on September 29, 2000 covering the period of January to December 1999. This was a special audit on financial statements and did not detail any findings against the road department.

16. Mason County. SAO # 61685 issued on September 29, 2000 covering the period of January to December 1999. This audit did not detail any findings against the road department.
17. Thurston County. SAO # 61688 issued on September 29, 2000 covering the period of January to December 1999. This audit did not detail any findings against the road department.
18. Ferry County. SAO # 61695 issued on September 29, 2000 covering the period of January to December 1999. This audit did not detail any findings against the road department.
19. Yakima County. SAO # 61696 issued on September 29, 2000 covering the period of January to December 1999. This audit did not detail any findings against the road department.
20. Snohomish County. SAO # 61714 issued on October 20, 2000 covering the period of January to December 1999. This audit did not detail any findings against the road department.
21. Pacific County. SAO # 61759 issued on November 3, 2000 covering the period of January to December 1999. This audit did not detail any findings against the road department.
22. Skamania County. SAO # 61781 issued on November 22, 2000 covering the period of January to December 1999. This audit did not detail any findings against the road department. It is noted that the Public Works Department was recognized as having good controls over payroll documentation.
23. Island County. SAO # 61855 issued on December 22, 2000 covering the period of January to December 1999. The Public Works Department, and likely the Road portion of the department, was late in applying for FEMA reimbursement funds and as a result lost potential revenue. The Public Works Department has realigned duties to ensure this does not happen again.
24. Garfield County. SAO # 61859 issued on December 29, 2000 covering the period of January to December 1999. This audit did not detail any findings against the road department.
25. Cowlitz County. SAO # 61903 issued on January 5, 2001 covering the period of January to December 1999. This audit did not detail any findings against the road department.

2001 Meeting Schedule

Ms. Pendleton requested that the October Board meeting be held at the Olympia office based on cost effectiveness. Discussion was held. Council Member Moss moved to change the July 19-20 meeting to July 18-20. The July meeting will be held on the eastside. The October 18-19 meeting will be held in Olympia. Commissioner Scheibe seconded. **Motion carried.**

New Maintenance Manager Position

Mr. Weber and Ms. Pendleton updated the board on the status of a new Maintenance Manager position.

IS Division Internship

Mr. Hillesland introduced the idea of hiring an intern to their current vacancy using the state Department of Personnel's internship program.

PUBLIC HEARING

Commissioner Snead opened the public hearing at 2:04 p.m.

Mr. Hart reviewed a chart that reflects RAP program and activity for the past 12 years. He also reviewed a handout suggesting changes to some WAC rules. Mr. Snead called for public opinion. Commissioner Snead called for comments, and receiving none, Commissioner Snead moved and Commissioner Scheibe seconded to close the public hearing. **Motion carried.**

Commissioner Snead opened discussion for each suggested change to the Board:

Commissioner Snead moved and Council Member Moss seconded to approve revisions to WAC 136-130-030, 136-130-050, 136-130-060, and 136-130-070. Discussion was held. **Motion carried.**

Council Member Moss moved and Commissioner Snead seconded to approve revisions to WAC 136-161-020. **Motion carried.**

Commissioner Scheibe moved and Council Member Moss seconded to approve revisions to WACs 136-161-030, 040, 050, 070, and 136-163-050. **Motion carried.**

Council Member Moss moved and Commissioner Snead seconded to approve revisions to WAC 136-161-070. **Motion carried.**

Council Member Moss moved and Mr. Olsen seconded to approve revisions to WAC 136-170-030. **Motion carried.**

Mr. Olsen moved and Council Member Moss seconded to approve revisions to WACs 136-210-030, 040, and 050. **Motion carried.**

Resolution 2001-003 – CAPA Distribution

Mr. Weber presented Resolution 2001-003 that for the purposes of determining each county's County Arterial Preservation Account eligibility for calendar year 2001, all of the thirty-nine counties are in substantial compliance with WAC 135-70-030. After discussion Mr. Olsen moved and Commissioner Scheibe seconded to approve Resolution 2001-003. **Motion carried.**

AGENCY BUDGET STATUS

Mr. Weber welcomed Denise Tabler, OFM Small Agencies Client Services. Ms. Tabler reviewed handouts regarding CRAB's current budget status and the FY2001-2003 Proposed Budget.

RAP BUSINESS

Program Status Report

Mr. Hart reviewed a one page Rural Arterial Program status report.

On October 6, 2000, CRAB staff was directed by the CRABoard to conduct regional meetings to determine the regional annual project schedules that would be required to accomplish the \$18,000,000 limit on annual RAP expenditures. Mr. Hart reviewed a one-page regional spending plan through 2006 suggested by these RAP regional meetings.

Request for Public Hearing in April 2001

Mr. Hart reviewed a one-page recommendation to change WAC 136-167-040 to allow CRAB Executive Director to approve lapsing extension request. The changes will also allow the CRABoard to place a moratorium on lapsing due to the CRAB initiated project delays. He requested a public hearing be held at the April meeting. After discussion Commissioner Snead moved and Council Member Moss seconded to approve a request for a public hearing on April 12, 2001, at 2:00pm. **Motion carried.**

Program Status Report (cont.)

Mr. Hart reviewed a one-page spreadsheet indicating the impact regional spending plans will have on the RATA balance. Mr. Hart also noted that many projects planned for payout in 2000 have not been completed yet, and the actual payout is uncertain. He recommended to the Board to adopt the 2001 Project Payout limits. The amounts previously programmed for 2000 would be in addition to that limit. After discussion, Mr. Stone moved and Mr. Olsen seconded that the Board approve the spending limit of \$19,905,114 (2001 revised limits) for projects programmed for 2001 reimbursement. **Motion carried.**

Older Projects

Mr. Hart reviewed a one-page RAP project status report listing projects facing construction lapsing in early 2001. These will need project extensions or a moratorium on lapsing at the next CRABoard meeting.

Resolution 2001-001 – Correction to Resolution 2000-012

Mr. Hart presented Resolution 2001-001 to correct Resolution 2000-12 that was approved at the October 2000 CRABoard meeting. The apportionment amount for the quarter ending September 30, 2000, should have been \$4,990,949 rather than the \$4,655,588 apportioned at the October 6, 2000, CRABoard meeting. After discussion Mr. Stone moved and Mr. Olsen seconded to approve Resolution 2000-012. **Motion carried.**

Resolution 2001-002 – Apportionment of RATA Funds

Mr. Hart presented Resolution 2001-002 to apportion RATA funds to regions. The resolution apportions the accrued amount of \$4,852,454 now credited to RATA over the

last quarter to the regions by the established 1999/2001 biennium percentages after setting \$145,574 aside for administration. After discussion Commissioner Scheibe moved and Mr. Casteel seconded to approve Resolution 2001-002. **Motion carried.**

Skamania County Time Extension

Mr. Hart reviewed the background of Wind River Road, Skamania County. After discussion Mr. Olsen moved and Mr. Stone seconded to approve Skamania's requested time extension to December 1, 2004. **Motion carried.**

Thurston County Scope Decrease

Mr. Hart reviewed the background of Hawks Prairie Road, Thurston County. After discussion Mr. Olsen moved and Commissioner Scheibe seconded to approve Thurston's request to reduce the design speed from 50 mph to 40 mph with no loss of RATA funding. **Motion carried.**

WORK SESSION – Annual Certification

Mr. Armstrong reviewed the history of the Annual Certification process, the current form, and information that could be added to the form. He asked the Board to think about how they want to hold counties accountable.

Commissioner Snead moved to close for an executive session at 4:55 PM, Council Member Moss seconded. **Motion carried.**

Council Member Moss moved to end the Executive Session at 5:10 PM and to adopt the Board Travel Policy, Mr. Olsen seconded. **Motion carried.**

Commissioner Snead recessed at 5:10 P.M. The CRABoard meeting will resume January 12, 2001, at 9:00 A.M.

Commissioner Snead called the second day of the CRABoard meeting to order on January 12, 2001, at 9:10 A.M.

LEGISLATIVE ISSUES

CRABoard Appointment Population Requirements

Ms. Pendleton reviewed a one-page breakdown of county population. Discussion was held in reference to RCW 36.78.040, Composition of Board-Qualifications of Members. CRAB staff will devise a discussion package to discuss with WSAC.

Housecleaning Reports to WSDOT

Mr. Weber reviewed RCW 36.79.130, Recommended Budget for Expenditures from Rural Arterial Trust Account-Inclusion in Transportation Budget. He discussed current procedures for budget preparation. Mr. Weber suggested CRAB staff further review this RCW and possibly rescind it.

Mr. Casteel briefed the board of a draft bill he has received, and his concerns, about telecommunications lines.

BLUE RIBBON – BENCHMARKS AS THEY APPLY TO COUNTIES

Mr. Weber briefly reviewed CRAB's current involvement with Blue Ribbon.

Adjournment at 10:10 A.M.

Chairman